



# PARK/FACILITY USE PERMIT

PERMIT \_\_\_\_\_

Name/Type of Event: \_\_\_\_\_

Date of Event/Time: \_\_\_\_\_

Park and/or Facility Requested: \_\_\_\_\_

Number of Participants/Attendees per Day: \_\_\_\_\_

Project Sponsor/Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **PARK AND FACILITY USE RULES AND REGULATIONS**

- Any accident involving injury to participants or damages to park, facility or equipment occurring during the use of a City park, facility or equipment shall be reported to City authorities immediately.
- The project sponsor shall not leave the park or facility unattended at any time during the hours of use defined within the agreement.
- No animals will be permitted inside facilities without prior written consent of the Planning Director or his/her designee.
- If a group or individual(s) provide their own food within the premises of a City facility or park, they assume all responsibility for the preparation, serving and consumption of the same and shall hold the City harmless from any liability arising there from.
- All entertainment involving acoustical or amplified music must have prior approval from the Planning Director or his/her designee. Use of electrical cords outside or inside the park and facility requires prior approval.
- When determined by the Planning Director or his/her designee, the applicant will be responsible for installing City provided 'No Event Parking' signs in the downtown shopping center.
- Games of chance, lotteries, and door prizes are not allowed except where permitted by law.
- Access to park, facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the permit.
- Alterations to the Park or Facility are prohibited without prior approval. This may include but is not limited to such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- City-owned equipment shall not be removed from the park or facility or loaned to any individual or organization unless prior approval by the City has been granted. Use of City-owned expendable supplies is prohibited.
- Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the park or facility to its original condition immediately following the event.
- Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant. Facility or park use is cancelled when facility or park is closed due to an emergency.

**PARK/FACILITY USE  
PERMIT**

- The City reserves the right to refuse or revoke any authorization issued for the use of a City park or facility, and if rental has been paid, to refund such rental, less expenses incurred by the City in connection therewith.

**INDEMNIFICATION/HOLD HARMLESS**

The undersigned, shall defend, indemnify, and hold harmless the City of Lake Stevens, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of the park and/or facility, or from conduct or any activity, work done, permitted or suffered in or about the park and/or facility, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned further agrees to reimburse the City of Lake Stevens for any damage arising from the organization and/or group's use of the park and/or facility.

**APPLICANT MUST READ AND AGREE TO THE FOLLOWING**

I, the undersigned, accept responsibility for this organization and/or group's compliance with the Park and Facility Use Permit rules, regulations and conditions, and further state that I have the authority to make application for this group and/or organization. The undersigned further states that the group and/or organization will observe all rules and regulations established herein for the site/facility requested and will comply with all applicable federal, state or local statutes, ordinances or regulations that may or may not be outlined in this permit. The undersigned understands that failure to do so is grounds for revocation of this permit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

***For Official Use Only***

**PERMIT DECISION**

The City of Lake Stevens Approves \_\_\_\_\_ Disapproves \_\_\_\_\_ the applicants request for:  
Park Use \_\_\_\_\_ Facility Use \_\_\_\_\_ Other \_\_\_\_\_

**CONDITIONS OF APPROVAL OR REASON(S) FOR DISAPPROVAL**

**This Permit is approved if the following conditions are met:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF LAKE STEVENS  
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

\_\_\_\_\_  
Russ Wright, Planning Director

\_\_\_\_\_  
Date